



EMPLOYEES' STATE INSURANCE CORPORATION

REGIONAL OFFICE. "PANCHDEEP BHAWAN"

HOUSING BOARD PHASE-1 SAI ROAD BADDI

PH.:01795-245961, TOLL FREE NO. 1800 180 2862 WEBSITE: - [www.esic.hp.in](http://www.esic.hp.in) FAX: -01795-245962, E-mail: - [rd-hp@esic.in](mailto:rd-hp@esic.in)

NoHP 14 D/11/31/2016-17/GEN.(Manali) Vol-II

Dated:30/06/ 2016

CIRCULAR

Sub:- Holiday Home at Manali Himachal Pradesh Region.

It is informed to all concerned that a Holiday Home at Manali will be operational w.e.f. **01<sup>st</sup> July, 2016** for a period of 3 (three) years. Details of Holiday Home and terms & conditions are appended below :

Name & address of the Hotel	Accommodation	Persons allowed Check in/out time
Hotel Conifer Wood Cottage Simsa (Manali)	03 DBR( Double Bed Room)	2 Adults + 2 Children Below 10 Years   12.00 Noon

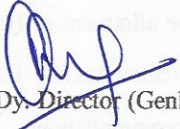
1. The allotment of Holiday Homes will be as per the rules regulations and rates as laid down in Hqrs. Office Circular No.D-1 1/27/TOR/Policy/09/CT dated 22/12/2009 on the subject "Policy for allotment of Camp Accommodation".
2. Booking of the rooms will be strictly on 'First come first serve basis'.
3. Application for booking should be in advance to the Regional Director (Gen.), ESIC, Regional Office, Panchdeep Bhawan Housing Board Phase-1 Sai Road Baddi , HP in the proscribed Proforma enclosed by Post / Fax-01795-245962 / E.mail- [rd-hp@esic.in](mailto:rd-hp@esic.in). Incomplete application will not be entertained and no booking whatsoever shall be done in such case.
4. All the applications should be routed through the Controlling Officer of the applicant. Application received directly from the applicant shall not be entertained.
5. Booking requests should be forwarded at least 30 days prior to date of booking otherwise it will not be considered.
6. The Holiday Home charges in respect of serving personnel of ESIC will be paid in advance or will be recovered from the salary of the employee by controlling authorities. In respect of other allottees evidence of deposit of Holiday Home charges to be submitted 10 days prior the date of reservation asked for so that the reservation can be confirmed from this end.



7. The check-in/out time will be 12.00 noon. Hence, the applicant should clearly mention both the date and time of his/her proposed visit in the application Form.
8. No refreshment / Food / Tea / Beverage, except normal drinking water, will be provided by the Hotel Management.
9. The guest is required to produce the allotment order to be issued by this office to the Hotel Management before check in, otherwise they will not be allowed to check in
10. The guest is also required to carry proper identification documents along with his/her and produce before the concerned caretaker before Check-in on demand.
11. The allottee shall maintain utmost discipline / decency and decorum and he/she should not indulge in any indecent behaviour.

This has been issued with the approval of the RD.

Encl. As above.

  
Dy. Director (Genl.)

To

All RDs., SROs, DOs, ESIC / ESIS Hospitals. ESIC Dispensaries, SSMC/ SMC Offices.

Copy to:

1. PS to Director General, Hqrs. Office, New Delhi.
2. PS to Insurance/Medical/Financial Commissioners, Hqrs. Office, New Delhi.
3. PS to Commissioner (P&A), Hqrs. Office, New Delhi.
4. Website Content Manager for uploading in the website.